

MICHIGAN CIVIL SERVICE COMMISSION

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ADVISORY BULLETIN

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CONTACT AREA

Personal Services Review

CONTACT PERSON

Katie Garner

Don Rampe

TELEPHONE NO.

(517) 373-1698

(517) 373-7544

SUBJECT

REQUESTS FOR DISBURSEMENTS FOR PERSONAL SERVICES UNDER STANDARD A

This document should be placed with the referenced rule and/or regulation until the Post End Date.

NOTE: THIS ADVISORY BULLETIN SUPERCEDES ADVISORY BULLETIN 7.01-6-2006, *REQUESTS FOR DISBURSEMENTS FOR PERSONAL SERVICES UNDER STANDARD A*, DATED AUGUST 10, 2006.

The purpose of this advisory bulletin is to provide guidance when requesting disbursements for personal services outside the classified service under Standard A.

Civil Service Rule 7-3 requires that personal services requested under Standard A be temporary, intermittent, or irregular. Civil Service Regulation 7.01 provides examples of temporary, intermittent, or irregular personal services.

The Governor's Executive Directive 2006-3, dated July 26, 2006, places certain restrictions on the use of temporary employee services and personal services contracts. This Executive Directive can be found on the Governor's website at:

<http://www.michigan.gov/gov/0,1607,7-168-36898-148046--,00.html>

To comply with this Directive, agencies must contact the Office of the State Employer regarding possible exceptions to the provisions contained in the Directive.

As provided in Section III.A of the Directive, the restrictions do not "alter or modify any Civil Service Commission rule or regulation." Therefore, personal services requests will continue to be reviewed in accordance with applicable Civil Service rules and regulations. While each personal services request based on Standard A is reviewed on its own merits, the following types of services typically meet the tests of Standard A:

Services needed for 832 hours or less per year per individual assignment.

Services needed for 16 hours per week or less (cumulative 832 hours maximum per year).

Occasional workload peaks that necessitate augmenting staff.

Situations where the need for personal services is random, and scattered throughout the state.

A one-time service typically performed within a 6 month period.

At the same time, it is recognized that extenuating circumstances warrant consideration beyond the typical limitation. Therefore, the following types of services could also meet Standard A based on the exceptional nature of circumstances:

Services needed while a career employee is on a medical leave of absence or worker's compensation and the expected date of return is more than 832 hours. Duration of these services is limited to no more than 1 year.

Services needed to fill a position when a career employee expected to return to work from a medical leave of absence or worker's compensation does not return. Duration of these services can continue for an additional 832 hours subsequent to the departure date of the career employee to enable the agency to fill the vacated position.

Services needed during a termination dispute. Duration of these services is limited to no more than 1 year.

A one-time service initially expected to be performed within a 6 month period which subsequently requires additional time to complete the service. Duration of these services is limited to no more than 1 year.

While these are recognized exceptions, all requests (new and extensions) must be submitted in compliance with Executive Directive 2006-3 and Standard A. Each submission must include a description of the services to be provided and a full explanation of the circumstances that support the request.

In the event it becomes necessary to seek extension of an individual assignment when the services being provided are currently covered under a blanket CS-138, a separate new request must be submitted. The new request must reference the blanket CS-138 ID number and the date the assignment began; include a description of the services to be provided; and a full explanation of the extenuating circumstances that warrant additional time (hours) beyond that approved for the blanket CS-138. Any time accumulated under a blanket CS-138 is counted toward the entire duration of the assignment and is not to exceed a 1-year period.

Questions regarding this advisory may be directed to Personal Services Review at 517-241-8552, or e-mail DCS-138Disbursements@michigan.gov.